



BOARD OF SUPERVISORS  
AGENDA LETTER


Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Planning and  
Development (P&D)  
**Department No.:** 053  
**For Agenda Of:** May 3, 2022  
**Placement:** Departmental  
**Estimated Time:** 1.5 hours  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors (Board)

**FROM:** Department Lisa. Plowman, (805) 568-2086   
Director(s)  
Contact Info: Dan Klemann, Deputy Director (805) 568-2022

**SUBJECT:** Long Range Planning Division (LRP) Fiscal Year (FY) 2022 – 2025 Work Program

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**County Counsel Concurrence**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: N/A

**Other Concurrence:**

As to form: N/A

**Recommended Actions:** That the Board:

- a) Receive a report on the staff-recommended FY 2022 - 2025 Work Program;
- b) Provide any direction that the Board would like to make regarding the staff-recommended FY 2022 - 2025 Work Program; and
- c) Determine that the Board's action is not a "project" that is subject to environmental review pursuant to the State California Environmental Quality Act (CEQA) Guidelines [§ 15378(b)(5)].

**Summary Text:**

This Board letter and attachments provide an update on, and set forth staff's recommendations regarding, the LRP Work Program. Staff's recommendations were based on the following considerations:

- Most of the projects are multi-year projects that staff initiated at the Board's direction as part of past LRP Work Programs, and require a continued commitment of resources to complete;
- Existing State and Federal mandates, as well as changes in State and Federal laws and regulations that affect local land use policies and regulations;

- Projects that advance the goals and programs set forth in the Santa Barbara County Comprehensive Plan;
- Continued P&D support for County-sponsored projects that have specific deadlines that must be met and/or funding commitments that must be satisfied; and
- Staff availability and budget constraints, given the fiscal priorities of Santa Barbara County and available funding sources.

This will be the third, three-year work program that the Board will be considering since converting to a three-year planning timeframe for the work program. The three-year planning timeframe affords the Board the opportunity to prioritize multiyear projects, some of which are interrelated and should be considered together when developing the work plans for them.

### 1. FY 2021 – 2022 Q1, Q2, & Q3 Accomplishments

By the end of the third quarter of FY 2021 - 2022, staff completed the following Comprehensive Plan projects and assignments that the Board included in the FY 2021 - 2024 Work Program:

- Completed the Climate Change Vulnerability Assessment (CCVA) for the Safety Element Update
- Prepared and submitted the ADUs Local Coastal Program Amendment (LCPA) for California Coastal Commission (CCC) certification
- Participated in the preparation of, and prepared a housing sites inventory analysis for, the Santa Barbara County Association of Governments' (SBCAG's) *Regional Housing Needs Allocation Plan 6<sup>th</sup> Cycle 2023-2031*
- Identified/mapped disadvantaged communities and initiated public outreach for the Environmental Justice Element
- Re-initiated work on the Airport Land Use Compatibility Plan (ALUCP) Amendments, given the Santa Barbara County Association of Government's current schedule to adopt the ALUCP amendments
- Completed public outreach regarding the project description and initiated environmental review of the Farmstays Ordinance Amendments
- Completed public outreach regarding the project description and began preparation of the Environmental Impact Report (EIR) for the Agricultural Enterprise Ordinance Amendments
- Processed a time extension to the Coastal Development Permit for the Santa Claus Lane Beach Access, Parking, and Street Improvements
- Completed research regarding the project description and scope-of-work for the Utility Scale Solar Ordinance Amendments
- Reviewed 26 notices of projects in other jurisdictions—five of which were the subject of County comments that LRP managed/prepared as part of the Responsible Agency Review process
- Coordinated/managed the preparation of County comments on eight Local Agency Formation Commission (LAFCO) projects ("LAFCO reportbacks")
- Prepared and submitted a California Fire Safe Council grant application in the amount of \$375,000

for evacuation routes mapping required for the Safety Element Update

- Prepared administrative draft ordinance amendments in accordance with the Housing Accountability Act (HAA), State Density Bonus Law (SDBL), and Assembly Bill (AB) 101 (streamlined low barrier navigation centers approvals)
- Conducted background research, selected consultants, and initiated public outreach for the Housing Element Update
- Completed the Annual Progress Report
- Completed the Capital Improvements Program Comprehensive Plan Consistency Report

During the first quarter of FY 2021 – 2022, LRP staff also participated in extensive negotiations with CCC staff regarding the Coastal Resiliency LCPA application that the Planning Director ultimately withdrew in September 2021. The Board did not fund this unanticipated work in FY 2021 – 2022; therefore, P&D had to use staff resources from, and funding for, other LRP projects that the Board included in the first quarter of FY 2021 – 2022, to conduct this unanticipated and unfunded work.

### 1.1 Process Innovation

The Board has expressed interest in streamlining the process for LRP Work Program projects, in order to bring new programs/policies online more rapidly. In response, starting in October, 2022, LRP worked with the County Executive Office to initiate an Innovate SBC process improvement project to identify efficiencies/improvements to the current process. Participants included: representatives from the District 1 and District 3 Board of Supervisors offices; County Counsel; Development Review Division staff; LRP staff; and P&D executive management. Collectively, staff spent over 500 hours mapping out current and future state processes, and identified the following key process improvements:

- Developing a streamlined process for zoning ordinance amendments over which the Board has very limited to no discretion and/or are otherwise relatively straightforward (e.g., State-mandated laws that preempt the County's authority on specific land use matters and are exempt from environmental review)
- Greater reliance on technology (e.g., on-line surveying tools, P&D website, and MS Office 365 collaboration and project management tools) to conduct general public outreach and manage LRP projects
- Executing service level agreements with technical advisory committees (e.g., Agricultural Advisory Committee and Boards of Architectural Review) to establish procedures that help committees' provide input on the Long Range Planning programs/projects
- Utilizing consultant services for tasks that involve unique requirements and/or are labor and time intensive (e.g., targeted, in-person outreach to disadvantaged communities to satisfy State mandates)
- To the extent possible, relying on P&D's on-call consultants to provide consultant services for LRP projects
- Right-sizing public outreach efforts given project complexity, the Board's range of discretion/policy options involved with a project, legal mandates, etc.

- Updating, standardizing, eliminating duplicative, and providing training on, project management tools and resources

Process improvements identified in this project could save up to 12 months in processing time for the most complex projects included in the LRP Work Program.

## 2. Priorities for Q4 of FY 2021 – 2022

For the remainder of FY 2021 – 2022, LRP staff will be focusing on the following projects and assignments from the FY 2021 – 2024 Work Program:

- *Housing Element Update* - Conducting public outreach, completing the analysis of potential rezones, initiating the draft amendments to the Housing Element, and initiating the EIR
- *Safety Element Update* - Conducting public outreach and initiating development of the adaptation plan
- *Agricultural Enterprise Ordinance and Farmstays Ordinance Amendments* - Preparing the draft ordinance and managing the preparation of the EIR (See the discussion in Section 3.2, below.)
- *Environmental Justice Element* - Completing public outreach and initiating preparation of the draft Environmental Justice Element.
- *Zoning Ordinance Amendments* - Preparing amendments for the Board’s consideration on May 24, 2022 (cannabis), and late summer/fall 2022 (childcare facilities and other topics)
- *ALUCPs Comprehensive Plan Consistency Amendments* - Working with SBCAG staff on revisions to, and the MND for, the draft ALUCPs
- *Publication of the Code* - Working with the Clerk of the Board to publish the zoning ordinances with the County Code on Municode
- *Coordination with other Departments* - Assisting the Community Services Department with the development of the Climate Action Plan and Recreation Master Plan, and Public Works Department with the development of the Active Transportation Plan (ATP)
- *Coastal Resiliency LCPA* – Researching, and possibly applying for, an LCP local assistance grant from the California Coastal Commission to fund additional work on this project in the future

## 3. Recommendations for Fiscal Year One (FY 2022 – 2023)

Table 1 summarizes staff’s recommended staffing allocations for the services, operations, and on-going projects to be included in Year One of the Work Program. Attachment 1 to this Board letter provides descriptions of the Comprehensive Plan Projects that are listed in Table 1 and discussed further below. Attachment 2 provides a timeline for completion of the projects based on staff’s recommended staffing allocations shown in Table 1.

**Table 1 – Recommended FY 2022 – 2023 Staffing Allocations**

<b>Services and Operations</b>	
<b>Services</b>	<b>FTEs</b>
Grant Research and Applications	
Agricultural Preserve Processing and Agricultural Preserve Advisory Committee Support	
Regional and Inter-Agency Coordination	
Technical Support to Other Departments	
Legislative Review	
General Plan Consistency Review	
Responsible Agency Review	
Capital Improvement Projects Conformity Review	
Comprehensive Plan Annual Progress Report	
Planning and Development Department Consultants List Maintenance	
Local Agency Formation Commission/Santa Barbara County Association of Governments Review	
<b>Services Subtotal =</b>	<b>2.0</b>
<b>Operations</b>	<b>FTEs</b>
Budget Development and Implementation	
Public Information, Referrals, Website, and Outreach	
Staff Meetings and Training	
Evaluation and Performance Reviews	
Division Administration	
<b>Operations Subtotal =</b>	<b>3.0</b>
<b>Comprehensive Plan Projects</b>	
<b>Past &amp; Current Projects</b>	<b>FTEs</b>
ADUs LCPA	0.0
Agricultural Enterprise & Farmstays Ordinance Amendments	0.7
Airport Land Use Compatibility Plan (ALUCP) Consistency Amendments (Mandated)	0.0
Circulation Element Update (Mandated)	0.0
Climate Action Plan/Energy Element Amendments	0.3
Coastal Resiliency LCPA	0.0
Environmental Justice Element (Mandated)	1.7
Housing Bill Implementation (Grant Funded)	0.0
Housing Element Update (Mandated; Grant Funded)	4.8
Safety Element Update (Mandated; Grant Funded)	0.8
Short-Term Rentals LCPA	0.0
Utility Scale Solar Ordinance and Policy Amendments	0.5
Zoning Ordinance Amendments Package and Maintenance	0.7
<b>On-Going Comprehensive Plan Projects Subtotal =</b>	<b>9.5</b>
<b>Potential Expansion Projects</b>	<b>FTEs</b>
Ordinance Amendments to Allow Development with Ministerial Entitlements	0.3
Ordinance Amendments to Update Multi-Family and Commercial Zoning Regulations	0.2
<b>Expansions Subtotal =</b>	<b>0.5</b>
<b>Total =</b>	<b>15.0</b>

**3.1 State Mandated, On-Going Projects**

State-mandated projects play a significant role in establishing the priorities for the Work Program in the next fiscal year. The Work Program includes the following State-mandated projects.

- *Housing Element Update*: The State requires an update to the Housing Element every eight years; therefore, staff and a consultant team are preparing the Housing Element Update for the Board’s

consideration and submittal to the State Housing and Community Development Department (State HCD) in February, 2023.

- *Environmental Justice Element:* The Housing Element Update very likely will require corresponding amendments to the Land Use Element. The concurrent amendment of these two, State-mandated general plan elements will require the adoption of a new Environmental Justice Element.
- *Safety Element Update:* LRP staff will be managing the second phase of the State-mandated Safety Element Update. The second phase involves preparation of the Adaptation Plan and amendments to the Safety Element based on the findings of the CCVA that staff completed in FY 2021 – 2022. Activities will involve public outreach, consulting subject matter experts on adaptation strategies, drafting adaptation policies and programs, and conducting environmental review.
- *ALUCPs Comprehensive Plan Consistency Amendments:* SBCAG staff informed County staff that the SBCAG Board of Directors is likely to take action on the draft ALUCPs during summer 2022. Therefore, LRP staff has been working with SBCAG staff to revise (as needed) the current draft of the ALUCPs and MND that SBCAG staff is recommending for adoption. During FY 2023 – 2024, staff will: prepare amendments to the Comprehensive Plan; present the Comprehensive Plan amendments to decision-makers for consideration of adoption; and process an LCPA to accommodate changes to the Santa Barbara Airport ALUCP.
- *Circulation Element Update:* This update involves amendments to the Circulation Element to be consistent with the Public Works Department’s ATP and, more generally, develop policies and programs that facilitate the development of infrastructure designed to reduce vehicle miles traveled (VMTs), pursuant to State mandates. The Public Works Department expects to complete the ATP in FY 2022 – 2023. During FY 2023 – 2024, LRP staff will select a consultant and initiate data collection in order to develop the project description and initiate the environmental review for the Circulation Element Update.

### 3.2 Non-Mandated, On-Going Projects

Certain non-mandated projects that the Board either included or considered including in FY 2021 – 2022 will require support in a later fiscal year(s), in order to be completed. These include:

- *ADUs LCPA:* Address modifications to the parking requirements for ADUs that CCC staff requested. Staff’s recommendation is to resume work in FY 2023 – 2024.
- *Agricultural Enterprise Ordinance Amendments:* As discussed in more detail below, staff is recommending that the Agricultural Enterprise Ordinance Amendments project description be revised to include the Farmstays Ordinance Amendments in an effort to integrate the environmental review for both projects. During FY 2022 – 2023, staff and the consultant team plan to complete an EIR and prepare the amendments for decision-makers’ consideration. During FY 2023 – 2024, staff will submit the LCPA for this project to the Coastal Commission for certification.
- *Coastal Resiliency LCPA:* Assist the Planning Director negotiate a number of modifications that CCC staff requested and resulted in withdrawal of the Board-approved LCPA. The specific tasks required to complete this project are contingent on the outcome of negotiations with Coastal

Commission staff. Staff would apply for an LCP local assistance grant (up to \$100,000) from the California Coastal Commission to fund the tasks required to complete this project.

- *Farmstays Ordinance Amendments*: Preliminary environmental review of the Farmstays Ordinance Amendments revealed that adoption of the amendments would result in a significant and unavoidable impact related to vehicle miles traveled (VMT). Therefore, an EIR rather than a mitigated negative declaration would now be required for this project. To address this issue, staff is proposing to rejoin the Farmstays Ordinance Amendments with the Agricultural Enterprise Ordinance Amendments to ensure adequate and more efficient environmental review will be conducted. This option minimizes additional costs and time associated with expanding the environmental review for this program. The EIR will be completed during fall 2022 and ordinance amendments will be presented to the Board in winter 2022/2023. See the summary above for a description of the remaining tasks.
- *Housing Bill Implementation - State Housing and Density Bonus Law Ordinance Amendments*: Staff is recommending that the remaining activities (e.g., completion of ordinance amendments and decision-maker hearings) on this project resume in FY 2023 – 2024, given that staffing and consultant services resources are going to be dedicated to other priority housing-related projects during FY 2022 – 2023 (e.g., the Housing Element Update and housing-related ordinance amendment expansion project described below). There are a number of State housing laws which could be the subject of this program; 11 of the key planning-related laws that became effective in 2021 [e.g., SB 9, Atkins Housing Opportunity and More Efficiency Act (HOME), SB 10 Wiener 10-Unit Upzonings, and/or AB 345 Quirk-Silva].
- ADU Separate Conveyances] are summarized in Attachment 4 and will eventually be the subject of new zoning ordinance amendments.
- *Publication of the Zoning Ordinances*: Complete publication of the zoning ordinances with the County Code on Municode.
- *Short-Term Rentals (STRs) LCPA*: Draft the zoning regulations, conduct decision-maker hearings, and submit the LCPA to the Coastal Commission for certification. Staff's recommendation is to resume work in FY 2023 – 2024.
- *Utility-Scale Solar Ordinance Amendments*: During FY 2022 – 2023, publish a request-for-proposals for consultant services to prepare the draft ordinance amendments and EIR for the project; select a consultant; and begin drafting the ordinance amendments and conduct public outreach. During FY 2023 – 2024, complete the draft ordinance amendments and prepare the EIR for the project. During FY 2024-2025, conduct decision-maker hearings and submit the LCPA to the Coastal Commission for certification.
- *Zoning Ordinance Updates*: Complete ordinance amendments that include the following items that the Board requested in fall 2021:
  - Relax the permitting and development standards regarding childcare facilities, as well as update the zoning ordinances to reflect current State law regarding childcare facilities;
  - Amendments regarding certain oil-and-gas regulations and telecommunication facilities; and
  - Process certain State-mandated zoning ordinance amendments, over which the Board has minimal discretion or few policy options, in an expedited fashion.

In addition, there are two projects being carried out by CSD that will require monitoring and some work by LRP staff in the next and/or other future fiscal years:

- *Climate Action Plan*: LRP will use the Climate Action Plan to update the Energy Element and other components of the Comprehensive Plan, and develop new CEQA environmental thresholds regarding greenhouse gases emissions, consistent with the findings and objectives of the Climate Action Plan.
- *Recreation Master Plan*: LRP will provide support and advise on proposed Comprehensive Plan amendments throughout the preparation of the Recreation Master Plan. After adoption of the Plan, staff will complete any remaining Comprehensive Plan amendments that were not addressed in Recreation Master Plan process, but are needed to implement the Plan.

### 3.3 Potential Expansion Projects

During budget workshops the Board expressed a willingness to include a temporary expansion of LRP that would provide for the addition of a supervising planner/project manager and consultants over a three year period. This expansion would allow LRP to advance some important programs in which the Board previously expressed interest and that LRP otherwise would not be able to prioritize in the near term. If the Board ultimately adopts the three year expansion in the final budget, staff recommends that the Board initiate two projects that can be advanced with a substantial level of consultant work. These projects involve the following zoning ordinance amendments:

- *Ministerial Entitlements*: Amend the zoning ordinances to allow more development and/or uses with the approval of a ministerial land use entitlement. This project would reduce permit processing time, reduce permit application processing costs, and create greater capacity for staff to process more complex current planning projects.
- *Update Multi-Family and Commercial Zoning Regulations*: This project would: (1) create flexibility in the multi-family residential zones (e.g., update development standards in the Design Residential zones, and allow greater densities for very low- and low-income housing); and (2) allow for greater opportunities for housing (mixed use development) in certain commercial zone districts, simplify permitting requirements in certain commercial zones (e.g., update, or eliminate and rezone properties subject to, Shopping Center zone regulations).

These projects would involve the following activities over the next three fiscal years:

- Hiring a Supervising Planner/Project Manager to manage a consultant team;
- Using consultant services to draft the ordinance amendments, conduct public outreach, and prepare the environmental document for the projects;
- Decision-maker hearings; and
- Preparing/submitting an LCPA for Coastal Commission certification.

### 4. Future Projects

Staff has developed a list of projects that are recommended for Year Two and Year Three of the Work Program, as well as future fiscal years. Many of the projects on which staff will be working during Years Two and Three are currently active and will be completed in these later years. There are also new projects



identified that will be added in future Work Programs as projects are completed. The list of projects are provided Attachment 3.

#### 5. Montecito and County Planning Commissions' Recommendations

On February 16, 2022, the Montecito Planning Commission (MPC) received a staff report on the FY 2022 – 2025 LRP Work Program; see the staff report included as Attachment 5. After receiving the staff report, the MPC recommended that the Board:

- (1) Create an ad-hoc committee at the executive level to address ADU and STR LCPA issues with the CCC;
- (2) Pursue ordinance amendments to implement Senate Bill 9 and Senate Bill 10;
- (3) Explore alternative and creative options for affordable housing that do not solely rely on increased density, such as utilizing “dead” retail space;
- (4) Retain discretion in decision-making rather than pursuing expansion of ministerial decision-making; and
- (5) Use Montecito property tax revenue to create a separate fund for Work Program projects that solely benefit Montecito, so as not to defund and/or delay other projects in the Work Program.

On February 23, 2022, the County Planning Commission (CPC) received a staff report on the FY 2022 – 2025 LRP Work Program; see the staff report included as Attachment 6. After receiving the staff report, the CPC directed staff to: present the MPC’s recommendations on the Work Program (above) to the Board for consideration; and inform the Board that the CPC concurs with the MPC’s recommendations (1) through (3).

Some of staff’s current funding recommendations to the Board (Section 3.0, above) differ from the original recommendations that staff presented to the MPC and CPC, due to new information that became available after the MPC and CPC hearings (e.g., more detailed information regarding consultants’ availability to assist staff with certain projects). For example, staff changed the recommendations regarding the staffing and consultant services resources that the Board should allocate to the Housing Element Update Project. Although the MPC and CPC did not have the opportunity to consider all of staff’s current funding recommendations to the Board, the MPC and CPC considered all of the projects that staff is recommending that the Board include in the Work Program.

#### **Fiscal and Facilities Impacts:**

Budgeted: NoFunding to implement the staff-recommend services, operations, and projects that are included in FY 2022 - 2023 of the FY 2022 - 2025 LRP Work Program will be included in the P&D FY 2022 - 2023 Requested Budget submittal for the Board’s consideration during the budget adoption process in June 2022. Funding for subsequent fiscal year work programs will be considered as part of the annual County budget process.

#### **Attachments:**

Attachment 1 – LRP Work Program Project Summaries

Attachment 2 – Project Schedules

Attachment 3 – Recommendations for Fiscal Year 2 (FY 2023 - 2024), Fiscal Year 3 (FY 2024 - 2025),

and Future Years

- Attachment 4 – Summary of 11 State Housing and Planning Laws (Adopted September 2021; Effective January 1, 2022)
- Attachment 5 – Montecito Planning Commission Action Letter and Staff Report for the Hearing of February 16, 2022
- Attachment 6 – County Planning Commission Action Letter and Staff Report for the Hearing of February 23, 2022